

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**



AIR FORCE INSTRUCTION 23-111

**AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

Supplement 1

29 AUGUST 1997

Supply

**MANAGEMENT OF GOVERNMENT
PROPERTY IN POSSESSION OF THE AIR
FORCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 23-111, 1 February 1996, is supplemented as follows:

summary OF CHANGES: Office symbols changed due to reorganization.

2.4. Discrepancies will be reported to the appropriate director.

4. In AMARC, the director, Logistics Directorate (LG), acts for the commander as manager of supply discipline program.

7. (First Bullet). Notification of change of custodian must reach the Supply Division (LGS), Center Support Management Branch (LGSS), Equipment Management in sufficient time to permit an orderly inventory of the equipment, preparation of necessary adjustment documents, and transfer of the account 45 days prior to the effective date of the custodial change. When an immediate change in custodian is required because of unexpected job changes, the appropriate division chief will submit a walk-through appointment letter for a new equipment custodian along with a request for a custody account/custody receipt list (CA/CRL). An immediate inventory and account transfer must be processed prior to the old custodian being cleared and released from CA/CRL responsibilities. Refer to the instructions in AFMAN 23-110, Volume II (CD), Part Thirteen, Chapter 8, *Equipment Management*, and AMARC Supplement 1.

7. (Fifth Bullet)(Added) Branch chiefs will coordinate with Forward Supply Branch (LGSC), Tool Room, to schedule a tool inventory at least 5 workdays prior to reassignment or termination date of individuals who were issued tools. All personnel leaving employment at AMARC must clear through the LGSC, Tool Room and LGSS, Equipment Management.

| OFFICIAL

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